

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 2000-0015-01
Effective Date: March 20, 2000

| (Agency use) | | (Archives use) | |
|--------------|---------|----------------|----------------|
| Date: | 9-15-99 | Date Received: | March 15, 2000 |
| Control No.: | N/A | Agency Code: | 0466 |
| | | Control No.: | 20000315-01 |

Applicant: GA Department of Public Safety
Records Management Office

Address: 959 E. Confederate Ave.
Atlanta, GA 30316

Phone: 404-624-7860
FAX: 404-624-7889
Email: mgilmer@dps.state.ga.us

Creating Office: Investigative Services
License Fraud Unit

Address: 959 E. Confederate Ave.
Atlanta, GA 30316

Phone: 404-624-7523
FAX: 404-624-7879

Administrator: William Shepherd
Director, Investigative Services

Phone: 404-624-7523
FAX: 404-624-7879

Application Type: New

Class: Individual

Series Title: Driver License Fraud Investigation Files

Dates of Series: 1991 - [Ongoing]

Access: Confidential (O.C.G.A. §40-5-2(b))

Function Documented: Investigations of fraudulently obtained Georgia Drivers' Licenses. Fraud investigations are initiated when the department receives a complaint from the public, or when department staff discover what appears to be fraud in an issued driver's license. See O.C.G.A. § 40-5-2.

Consists of: Reports of all information gathered during the investigation of Driver License fraud. Investigative material includes but is not limited to: drivers license photos and transcripts of depositions, interview notes, the original complaint, and correspondence.

Media: Paper, letter-size

Arrangement: By year, thereunder by case number

Indexed by: Case number

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 2 of 2
Schedule #: 2000-0015-01
Effective Date: March 20, 2000

Indexed by: Case number

Retention Requirement: License Fraud cases are criminal investigations that produce arrest warrants or identify suspects that may be arrested later. Victims in these cases often contact this office after a case has been closed requesting correspondence that will assist them with financial problems that have surfaced because a suspect has assumed their identity. For the reasons listed previously, these cases should be held for the period of time requested. The statute of limitations for fraud is 2 years for misdemeanor and 4 years for a felony, O.C.G.A. 17-3-1

State Law or Regulation:
Federal Law or Regulation:
Audit Period:
Administrative Need: Twenty-five (25) years

Total Retention: Twenty-five (25) years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: 
Robert Hightower, Commissioner, Department of Public Safety

3/29/00
Date

Concur: 
William Shepard, Director of Investigative Services

3/27/00
Date

Submitted by: 
Mike Gilmer, Records Management Officer

3-30-00
Date

The State Record Committee approves this recommended retention period for the named records series by the named creating office.

Signed: 
Edward Weldon, Secretary of State Designee

4/7/00
Date

STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet: 1 of 1
Authorizing Schedule #: 2000-0015-01

| (Agency) | (Archives) |
|----------------------------------|--------------------------------------|
| Date: 3-1-00 | Date Received: March 15, 2000 |
| Agency Control No.: 117-2 | Agency Code: 0466 |
| | Control No.: 200000315-01 |

Current Accumulation: Fifteen (15) letter-sized file drawers (fifteen (15) cubic feet)

Annual Accumulation: Three (3) letter-sized file drawers (three (3) cubic feet)

Reference Activity: Two (2) times a month

Series Inventory: By year and by case number

Storage Containers: Records center carton, 10"/12"/15".

Special Storage Conditions: Files are confidential investigative files and must be held in a secure location.

Proposed Disposition Instructions:

Cut-off records of series: At the end of each calendar year
Maintain in the office for: Four (4) years
Transfer to: State Records Center
Hold: Twenty-one (21) years
Then: Destroy.

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: William H. Shepard
William Shepard, Director, Investigative Services

3/27/00
Date

Submitted by: Mike Gilmer
Mike Gilmer, Records Management Officer:

3-30-00
Date

The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.

Accepted by: Andrew S. Taylor
Andrew S. Taylor, State Records Management Officer

4-12-00
Date